

April 13, 2005

James A. Elting  
Elting, Inc.  
PO Box 366  
Clackamas, OR 97015



## **NOTICE OF AWARD**

The Local Contract Review Board of the City of Tigard, at their meeting of April 12, 2004, awarded your firm the contract for:

### **Slope Stabilization at Quail Hollow Subdivision SS04-16**

Enclosed are two copies of the contract documents that are to be signed by you. Please return the signed contracts within ten days, together with the required performance bond and certification of insurance. Please review the portions of the contract documents regarding bonding and insurance requirements.

In order to insure prompt payment our accounting department needs a current W-9 filed with the City. A copy of the form is enclosed for your convenience. Also, you are required to have either a Tigard Business Tax or a current Metro License.

No work shall start prior to receipt of the Notice to Proceed and attending the preconstruction conference. **Please contact Mike Mills at 503-639-4171 extension 2472, within ten days of the date of this letter, to schedule your preconstruction meeting.**

If you have any questions regarding the above information or agreement, bonding, and insurance requirements, please call.

Sincerely,

  
**Brian Rager P.E.**  
Assistant Public Works Director

Enclosures

I:\ENG\2004-2005 FY CIP\Slope Stabilization at Quail Hollow West\NOA - Elting, Inc.4-13-05.doc